

Multi-Jurisdictional Narcotics Task Force Program Application and Instructions

April 2002



Office of Community Development

Providing financial and technical resources to build livable and sustainable communities.

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Multi-Jurisdictional Narcotics Task Force Program Application and Instructions

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**DRUG CONTROL AND SYSTEM IMPROVEMENT FORMULA GRANT PROGRAM
MULTI-JURISDICTIONAL NARCOTICS TASK FORCE PROGRAM**

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INTRODUCTION

The Department of Community, Trade & Economic Development, Office of Community Development (OCD), requests applications for the continuation of Multi-Jurisdictional Narcotics Task Forces (MJNTF) funded by the U.S. Department of Justice, Bureau of Justice Assistance. Application packages should be postmarked or received by OCD no later than 5 p.m. on May 15, 2002. **An original and one copy of the completed application are required,** whenever possible, completed forms should also be submitted on computer disk using Microsoft Word and Excel.

MULTI-JURISDICTIONAL NARCOTICS TASK FORCE PROGRAM OVERVIEW

This packet contains the information and materials needed to prepare an application for the Multi-Jurisdictional Narcotics Task Force Program.

NATIVE AMERICAN TRIBE PARTICIPATION

OCD policy states that all jurisdictions, including federally recognized Native American Tribes, are to be given the opportunity to participate in and benefit from law enforcement initiatives within their region. Accordingly, each task force must maintain documentation that demonstrates their efforts to encourage new and continued participation of Native American Tribes in task force operations.

ELIGIBLE APPLICANTS

Multi-Jurisdictional Narcotics Task Forces that comply with the conditions specified in the Drug Control and System Improvement (Byrne Formula Grant) Policy and Procedure Manual's Appendix H (included in this packet as Appendix C), and which received FFY 2001 Drug Control and System Improvement Formula Grant Program resources, may apply for continued funding, as identified on the next page.

For the purpose of administering the Multi-Jurisdictional Narcotics Task Force Program, there will continue to be one applicant jurisdiction (contractor) that will act on behalf of each task force's participating jurisdictions. **If the applicant jurisdiction for FFY 2002 will be different from the FFY 2001 contractor, OCD must be notified in writing.**

FFY 2002 AVAILABLE FUNDING

The U.S. Department of Justice, Bureau of Justice Assistance (BJA), through the Drug Control and System Improvement (DCSI) Formula Grant Program, has allocated \$9,886,474 to the state of Washington for FFY 2002. The Washington State Legislature is expected to appropriate \$3,551,972 of that amount for the Multi-Jurisdictional Narcotics Task Forces, and an additional \$611,177 for drug prosecution assistance to the task forces. These funding levels represent 98.58 percent of the 2001 funding level, with the reduction resulting from the slight reduction of the state to national population ratio as determined by the latest census. DCSI program priorities include providing resources for programs supporting youth violence prevention and intervention, domestic violence legal advocacy, defender sentencing alternatives, drug courts, treatment in jails, state participation and prosecutorial assistance in selected regional narcotics task forces (NTF), and Multi-Jurisdictional Narcotics Task Forces and NTF data collection.

The funding period for the FFY 2002 Multi-Jurisdictional Narcotics Task Force Program will be from July 1, 2002 through June 30, 2003.

FFY '2002 FUNDING DISTRIBUTION

Non-Competitive

<u>Applicant</u>	<u>Multi-Jurisdictional Narcotics Task Force</u>	<u>FFY 2002 Funding Level</u>
Aberdeen, City of	Grays Harbor County Drug Task Force	\$ 175,427
Bellevue, City of	Eastside Narcotics Task Force	\$ 139,989
Chehalis, City of	Unified Narcotics Enforcement Team	\$ 195,912
Clallam County	Clallam County Task Force	\$ 183,846
Clark County	Clark-Skamania Narcotics Task Force	\$ 79,512
	- Drug Prosecution Assistance	\$ 40,486 *
Cowlitz County	Cowlitz-Wahkiakum Narcotics Task Force	\$ 246,442
	- Drug Prosecution Assistance	\$ 50,550 *
Grant County	Inter-Agency Narcotics Enforcement Team	\$ 107,054
Kent, City of	South King County Task Force	\$ 203,621
	- Drug Prosecution Assistance	\$ 50,550 *
Kitsap County	West Sound Narcotics Enforcement Team	\$ 143,153
	- Drug Prosecution Assistance	\$ 42,359 *
Lacey, City of	Thurston County Interlocal Task Force	\$ 138,619
	- Drug Prosecution Assistance	\$ 50,550 *
Mount Vernon, City of	Skagit County Interlocal Drug Enforcement Unit	\$ 97,493
	- Drug Prosecution Assistance	\$ 47,578 *
Okanogan County	North Central Washington NTF	\$ 213,853
Pasco, City of	Tri-Cities Metro. Drug Task Force	\$ 246,442
	- Drug Prosecution Assistance	\$ 50,550 *
Pierce County	Tahoma Narcotics Enforcement Team	\$ 201,195
	- Drug Prosecution Assistance	\$ 85,250 *
Snohomish County	Snohomish County Regional Task Force	\$ 221,739
	- Drug Prosecution Assistance	\$ 50,550 *
Spokane County	Spokane Regional Drug Task Force	\$ 201,876
	- Drug Prosecution Assistance	\$ 41,654 *
Wenatchee, City of	Columbia River Drug Task Force	\$ 246,442
	- Drug Prosecution Assistance	\$ 50,550 *
Whatcom County	Northwest Regional Task Force	\$ 118,056
Whitman County	Quad-City Drug Task Force	\$ 144,859
Yakima County	Lead Enforcement Against Drugs	\$ 246,442
	- Drug Prosecution Assistance	\$ 50,550 *

Note: *The indicated amount is dedicated for prosecutorial assistance to the task force, and is in addition to the amount specified for the task force.

Note: **Should The Bureau of Justice Assistance determine that Washington State is not in compliance with the national sex offender registration requirements, actual awards will be adjusted**

DRUG PROSECUTION ASSISTANCE FUNDING (Task Force Dedicated)

Beginning in July 1994, those elements of the Drug Prosecution Assistance Program specifically supporting task force operations were funded as part of the Multi-Jurisdictional Narcotics Task Force Program (MJNTF).

The funding amounts dedicated to prosecutorial support of the task forces are included in the funding levels listed previously on page two. These funds are subject to a number of special conditions that include, but are not limited to:

- Prosecutors and prosecutorial staff paid with federal funds shall be dedicated to task force cases and provide support in proportion to the total grant funds provided.
- Prosecutors may not be limited to felony actions without: (1) the consent of the task force; and (2) arrangements by the prosecutor's office to provide other civil representation and support to the task force (e.g., seizure/forfeiture actions).
- Prosecutors may try other drug-related cases only after the funded level of support for the task force has been provided, or after all task force cases and support has been provided to the satisfaction of the task force (e.g., if the task force cannot fully occupy the efforts of its prosecutor).
- Should any prosecutor or prosecutorial support staff receiving grant funds not be fully dedicated to the task force, they will maintain and provide to the task force (on at least a monthly basis) a time and attendance record indicating the time actually expended on behalf of the task force and on behalf of the other activity(s).

Grant or program income funds may be used to reimburse prosecutorial efforts only if the prosecutor's office has reported to the task force the disposition of task force cases which took place during the period for which reimbursement is sought.

ELIGIBLE ACTIVITIES

FFY 2002 funding is available to continue the narcotics control efforts of currently funded task forces and to provide drug prosecution assistance to those task forces. Eligible activities include the unified efforts among jurisdictions to investigate and prosecute mid- to upper-level drug trafficking within the region. The unified drug interdiction efforts of task forces include the investigation, prosecution, and conviction of drug users, drug dealers, and mid- to upper-level drug traffickers.

These activities must support at least one goal of the Regional Narcotics Task Force Program Abstract as approved by the Bureau of Justice Assistance. The Task Force Abstract (Form 3) in presenting the task force strategy, goals, objectives, activities and performance measures must reflect this program's goal(s).

MATCH REQUIREMENT

Federal funds awarded under this program must be matched with local funds. Local match funds must be at least one-third of the grant award. For example: a task force awarded \$75,000 in grant funds would be required to provide at least \$25,000 (\$75,000 divided by 3).

Funds granted to Native American Tribes, which perform law enforcement functions, **do not** require match.

DCSI program regulations require that all match funds provided be a cash match. Both grant and match funds are subject to the provisions of the Drug Control and System Improvement (Byrne Formula Grant) Policy and Procedures Manual published by OCD.

To avoid supplanting, both grant and match funds shall be available only in addition to funds that would otherwise be made available to law enforcement agencies by the participating jurisdictions for the funded time period.

ALLOWABLE COSTS

Allowable uses of federal grant and match funds include, but are not limited to, the following:

- General salaries and personnel costs as reflected in the application and approved contract
- Equipment and services supporting the project as reflected in the application and approved contract
- Expenditures for the purchase of evidence and information in accordance with the application and approved contract

Unallowable uses of federal grant funds and matching funds include, but are not limited to, the following:

- Construction
- Land acquisition
- Payment of fines or related fees

CONTRACTUAL AGREEMENTS

Contracts

Multi-Jurisdictional Narcotics Task Force contracts will be based upon the budget, strategy, goals, and objectives provided in each application as approved by OCD.

Subcontracts and Interlocal Agreements

The operation and management of the Multi-Jurisdictional Narcotics Task Forces funded under this program will be established by formal agreement or subcontract between the task force participants. Each contracting agency must prepare an interlocal agreement, which must be signed by all participating jurisdictions. Each agreement shall be tailored to reflect local conditions, while specifying fiscal and operational obligations by all participants.

REPORTING REQUIREMENTS

Each contractor will be responsible for submitting an Expenditure Report and Request for Reimbursement form (voucher) to OCD each month, and an activity report utilizing the Byrne Reporting System on a quarterly basis. Appendix A presents the revised Violator Levels discussed during the last year, which will become effective the first day of this grant period.

A contractor's failure to submit the quarterly activity report will result in delayed payment by OCD, as elements from these reports must be submitted to the U.S. Department of Justice prior to the release of program funds.

BILLING PROCEDURES/PAYMENTS

Upon receipt and approval of the monthly Expenditure Report and Request for Reimbursement form, OCD will reimburse authorized and allowed program expenditures, provided that the contractor has submitted Quarterly Activity Reports and, if applicable, statistical summaries in Program Reporting System (PRS) format within the required timeframes. Each contractor must submit reimbursement vouchers monthly, within 15 days after the month in which costs were incurred or activity occurred, in order to receive timely payment, and activity reports quarterly.

TASK FORCE EVALUATION

Task Forces will be periodically evaluated in three ways:

- Compliance with grant requirements and minimum correlation of task force goals with program goals
- Use of Peer Review Criteria and other criteria approved by the Task Force Advisory Committee to establish individual and comparative task force ratings. Amendments to these criteria are expected to be released during this contract period. If accepted, formal notice will be provided to each task force.
- Independent outcome evaluation on an individual task force and program basis

APPLICATION SUBMITTAL REQUIREMENTS

A completed application for funding must include the items listed below. Use the checklist to ensure that all requested application information is submitted to OCD.

Submittal Requirement Checklist

ITEMS

CHECKLIST

Application Face Sheet.....	Form 1	_____	* ¹
Budget Detail	Form 2	_____	* ¹
Task Force Abstract.....	Form 3	_____	* ¹
Significant Accomplishments.....	Form 4	_____	* ¹
Points of Contact	Form 5	_____	* ¹
Multi-Jurisdictional Composition Certificate.....	Form 6	_____	* ¹
Confidential Fund Certification.....	Form 7	_____	* ¹
Signature Authorization	Form 8	_____	* ²
Statement of Assurances	Form 9	_____	* ²
Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion.....	Form 10	_____	* ²
Certificate Regarding Lobbying, Debarment, Suspension, and Other Responsible Matters.....	Form 11	_____	* ²
Local Pass-Through Waiver	Form 12	_____	* ²
National Environmental Protection Act Information.....	Form 13	_____	* ²
Drug Trafficking Organization Survey (** Special Handling Required **)).....	Appendix A	_____	* ²

*¹ Application Form(s)

*² Supplemental Form(s)

COPIES

Hardcopy: **An original and one copy** of the application must be submitted.

Computer Disk: If possible, please submit the completed application on computer disc (using Microsoft Word and Excel, other common application formats are also helpful) in addition to the paper copies.

DUE DATE

The application*¹ (inclusive of Forms 1 through 7) should be postmarked or received by the Department of Community, Trade and Economic Development, Office of Community Development, by **5 p.m. on May 15, 2002**. Submission after this date may cause delay in the review of your application and release of your contract.

**SUBMIT APPLICATIONS and
SUPPLEMENTAL FORMS TO:**

Office of Community Development
Attn: Suzanne Walker
906 Columbia Street SW
PO Box 48350
Olympia, Washington 98504-8350

**SUBMIT DRUG TRAFFICKING
ORGANIZATION SURVEY
(Appendix A) TO:**

Jon Thorpe
Northwest HIDTA
400 2nd Avenue W, 3rd Floor
Seattle, Washington 98119

The supplemental forms*² (Forms 8 through 13, plus the Drug Trafficking Organization Survey) must be received prior to contract execution, although they may accompany the contractor signed contracts.

If you have questions regarding the application, or need technical assistance, please contact Bill Johnston at (360) 725-3030.

*¹ Application Form(s)

*² Supplemental Form(s)